

Key Stage One User Manual 2012



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Assessment Manager

Please note that you will have to have at least version **7.144** to carry out this return. To check this you need to complete the following steps **Help / About SIMS.net**. If you do not have this version your SIMS will need to be upgraded.

1. User Defined Groups

Before importing the KS1 wizard, you need to consider whether you need to set up a User Defined Group. A User Defined Group is used when

You have pupils who are not of 'normal' Year 2 age taking the Key Stage One assessments.

OR

If you have pupils who have left your school for whom you still need to report statutory results for.

If a child joins a new school after the summer half term (or during the holiday) the previous school is required to report the results. For further information please see page 25 – Section 8.4 of the Key Stage 1 Assessment and Reporting Arrangements (ARA)

If neither of these points applies to your school, skip to Section 2 – Downloading the Key Stage One Wizard. Otherwise, please follow the guidelines below.

Go to **Focus / Groups / User Defined Groups** and the following screen should appear

Click on the **New** button

Add a relevant
Group Description & Short Name.

Make sure the Active State Is **Active**.

If you wish, add a brief note.

Then click on the **Action** button and click **Add Member**.

The screen on the following page will then show the select members screen.

Change the **Group Type** filter to National Curriculum Year, then click **Search**. All the pupils in your school will now be displayed.

To ensure that all pupils in each year group are shown together, click on the **Current Group** header. This will sort the pupils by Year Group.

Select all the relevant KS1 pupils by clicking on them while holding down the CTRL key.

For any pupils who are not in NC Year 2 and for whom you need to report results for you can select them now. When all pupils are selected click the **OK** button.

The membership panel should now be completed with your current year 2 pupils and any other pupil selected within the previous step.

If you have a pupil(s) leave who also need to be reported please click on **Action / Add Member** button again. This will return you to the Select Members screen. From here click on the Group Type filter and select **All** then **Search**. Find the relevant pupil(s) and highlight, then click on **OK**. You will now be returned to the Membership screen where all chosen pupils will be displayed.

The screenshot displays two panels from the Key Stage One Wizard software. The top panel, titled '1 Group Details', contains fields for Group Description (Key Stage One 2012), Active State (Active), Short Name (KS1 2012), Current Main Supervisor, and Notes (Pupils taking Key Stage One Assessments 2012). There is also an 'Include in Discover' checkbox. The bottom panel, titled '2 Membership', shows an Effective Date Range (01/09/2011 - 31/08/2012), Academic Year (Academic Year 2011/2012), Cursor Day (Monday), and Cursor Date (01/01/0001). Below these fields is a table with columns for months (Sep to Aug) and rows for members: Anderson, Neo - 2GH; Cadilia, Celia - 2GH; Malice, Dwight - 2JB; and Patel, Nakita - 2JB. The table cells are highlighted in orange.

Click on the **Save** button near the top of the screen and close.

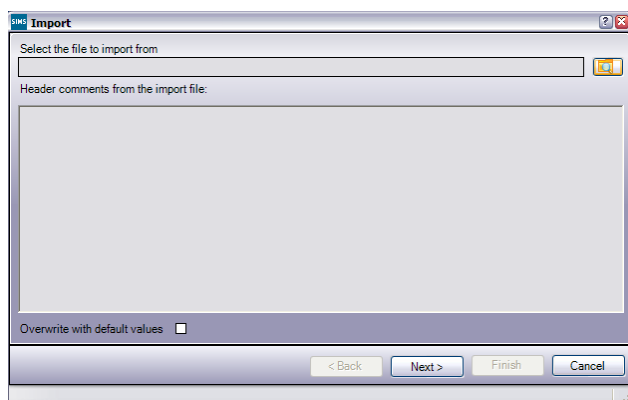
2. Downloading the Key Stage One Wizard

All Key Stage Wizards will be imported on to your system when you install the 7.144 release.

If you have any problems with the AMPA files please contact EIS Helpdesk on 01622 672779 (if you have a current support contract)

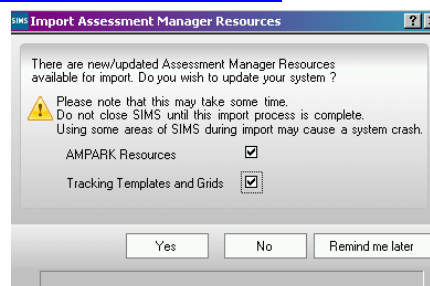
3. Importing the Key Stage One Wizard into Assessment Manager

Go to **Routines / Data in / Assessment / Import** and the following screen should appear

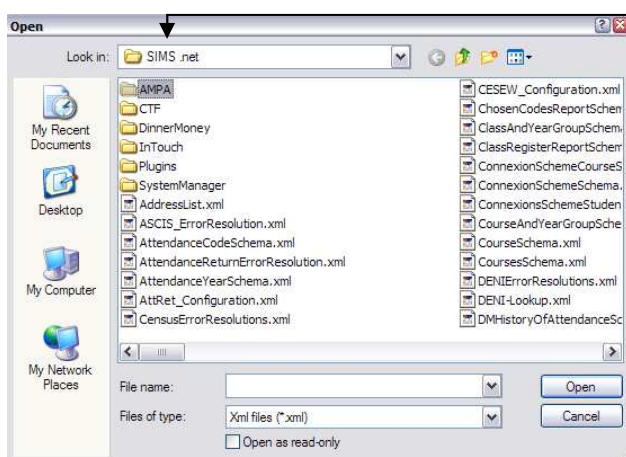


Please Note

If the screen below appears please select how you see fit. **If you have any problems please contact EIS on 01622 672779 or by emailing eis.support@Medway.gov.uk**



Select the magnifying glass and the following screen should appear

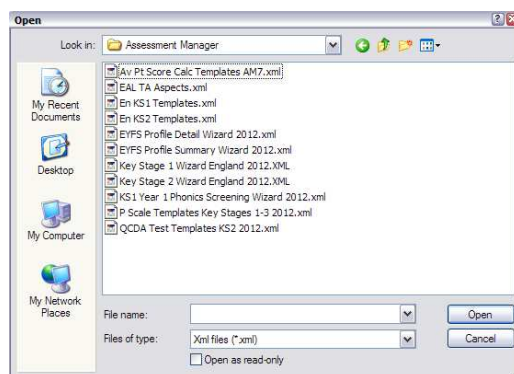


The system should default to SIMS.net.

If this does not happen you will have to navigate to it by clicking on the drop down arrow.

Within the screen shown above you should see an AMPA folder. Double click on this and then open the following folders **England Primary (and Middle Deemed Primary)** and then **Assessment Manager**.

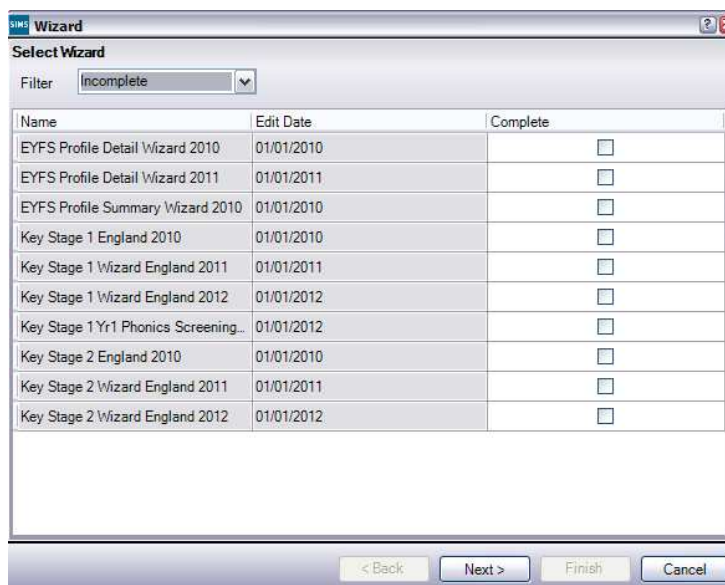
The following screen should be displayed with the wizards included. Click on Key Stage 1 Wizard England 2012



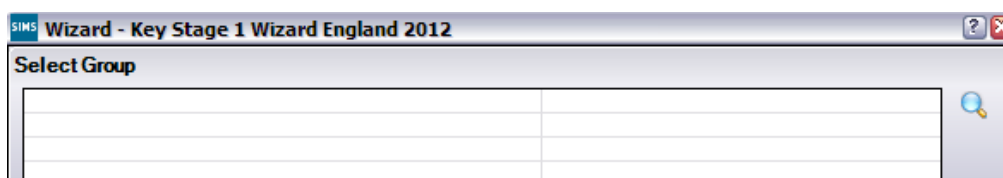
The import screen will now be shown. Please make sure that the **Overwrite with default values** box is ticked and the select **Finish** followed by **Yes** to start the import process and finishing by selecting **Close**.

4. Running the Key Stage One Wizard

Click on **Tools / Performance / Assessment / Wizard Manager** and the following screen will appear.



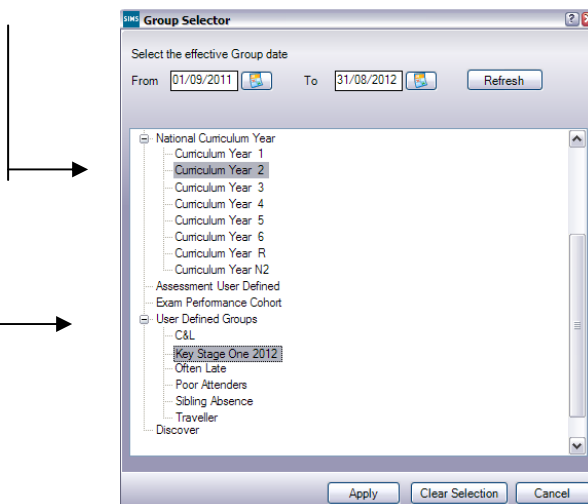
A list of **all** the Wizards on your system will be displayed. Make sure the filter says **Incomplete**. Click on the **Key Stage 1 Wizard England 2012** and click on the **Next** button.



A group of pupils will now need to be selected. To do this click on the magnifying glass. If you followed Section 1 - User Defined Groups click on the + symbol next to **User Defined Groups** and select the relevant name e.g. Key Stage One 2012 and then **apply** then **next**.

OR

If you did not create a User Defined Group select the + symbol next to **National Curriculum Year Group** and select **Curriculum Year 2** then **apply** then **next**.

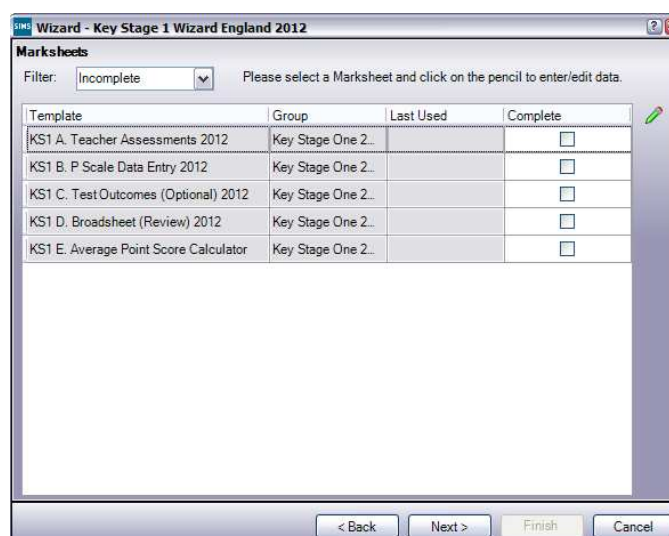


5. Entering the Results on the Marksheet


There are two statutory marksheets that need to be completed by your school

KS1 A. Teacher Assessment 2012

KS1 B. P Scales Data Entry



To select the first marksheet click on **KS1 A. Teacher Assessment 2012** and select the green pencil. This will open the marksheet ready of data input.

Results will need to put input for all columns without  symbol in top left corner – these will fill in automatically when the Calculate button is selected.

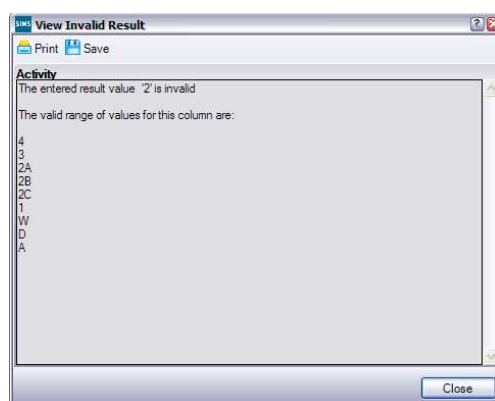
Please note

EN2 Reading, EN3 Writing and Maths, 2A, 2B, 2C must be used instead of 2.

ALSO

If you have a pupil with SEN at level W, you must enter W on this marksheet as well as entering the P Scale level on the P Scale marksheet.

If an incorrect value is entered into a column the message below will appear. This will then supply you with a valid value to aid you in correcting this error.



Once all results have been input please click on the **Calculate** button which can be found at the top of the screen. This will calculate the overall Science subject level.

If entries are missing, you will be alerted by the text in the first column. You can order the marksheet by this column into descending order to bring the failed rows to the top. To do this, right click on the Missing Entry Check column heading and select **Order Rows / Descending**.

Once all missing marks have been corrected click on the **Calculate / Save / Close** which will take you back to the wizard view.

Please make sure if all data has been input that the tick box next to **KS1 A. Teacher Assessment 2012** has been ticked.

6. Entering P Scales

Do any of your pupils have a W in the **KS1 A. Teacher Assessment 2012**? If the answer is yes then this section applies to you, if not please skip to Section 7 – Returning Results to Management Information.

Please note

P Scales are statutory for all pupils with SEN at Level W.

If for any reason you had to close SIMS you can find the marksheet by following Section 4 – Running the Key Stage One Wizard.

Click on **KS1 B. P Scale Data Entry 2012** marksheet and then select the green pencil. Levels only need to be entered for those who are working at a level W and who have also been identified as having SEN. (below is a completed version of the marksheet.)

Students	Speaking & Listening Key Stage 1 Validated Result	P Scale: Speaking Key Stage 1 Validated Result	P Scale: Listening Key Stage 1 Validated Result	Reading Key Stage 1 Validated Result	P Scale: Reading Key Stage 1 Validated Result	Writing Key Stage 1 Validated Result	P Scale: Writing Key Stage 1 Validated Result	P Scale: English Key Stage 1 Validated Result	Maths Subject Level Key Stage 1 Validated Result	P Scale: Maths Key Stage 1 Validated Result	Science Subject Level Key Stage 1 Validated Result	P Scale: Science Key Stage 1 Validated Result	Validation
ANDERSON, Neo	1			1		2C		2C			2		
CADILIA, Celia	2			2A		2A		2A			3		
MALICE, Dwight	3			3		3		3			3		
PATEL, Nikita	1			W	P8	2C		2B			2		

The Valid P Scales for each subject are:

P Scales Subject	Valid Entries											
English	P1i	P1ii	P2i	P2ii	P3i	P3ii	EAL					
Reading	P4	P5	P6	P7	P8	EAL						
Writing	P4	P5	P6	P7	P8	EAL						
Speaking	P4	P5	P6	P7	P8	EAL						
Listening	P4	P5	P6	P7	P8	EAL						
Mathematics	P1i	P1ii	P2i	P2ii	P3i	P3ii	EAL					
Number	P4	P5	P6	P7	P8	EAL						
Using and Applying Maths	P4	P5	P6	P7	P8	EAL						
Shape Space and Measures	P4	P5	P6	P7	P8	EAL						
Science	P1i	P1ii	P2i	P2ii	P3i	P3ii	P4	P5	P6	P7	P8	EAL
Science	P1i	P1ii	P2i	P2ii	P3i	P3ii	P4	P5	P6	P7	P8	EAL

If a pupil is at Level P1i to P3ii overall in English, then reading, writing, speaking and listening levels are not appropriate. Please just enter P1i to P3ii in the P Scale: English column.

If a pupil is at Level P4 to P8 overall in English, then you need to enter levels for reading, writing, speaking and listening (where appropriate, the pupil may not be W in all of these subject strands) but not in overall English.

The two bullet points above also apply to the Maths subject.

If a child is recorded as W for reasons other than SEN (e.g. unable to speak English) the P Scales code EAL will need to be entered in the relevant subjects.

If an invalid code is entered a dialogue box will appear (as before) this is to aid you in the completion of this column with a correct code.

Once you are happy that all P Scales have been completed please select **Save / Close** marksheet.

7. Returning your results to Management Information

The final step is to create an XML file (in the form of a Common Transfer File) that will contain all of your Key Stage One Results

Please note

There is an extra screen to the wizard that creates and export file to return to either the LA or NAA. Please **do not** go through this process.

The XML file needs to be attached to an email and sent to Management Information via maninfo@medway.gov.uk by no later than **2 July 2012**.

Instructions for this procedure follow on the next page.

8. Creating an XML (CTF) in SIMS.net

From the SIMS.net main page; go to **Tools / Setups / CTF**. The following CTF defaults page will appear:

Make a note of these two file paths here, as you will need to know what they are later on in the process.

CTF Import Directory _____

CTF Export Directory _____

If the boxes are blank you will need to set up the directories. Click on the magnifying glass next to each box and navigate to where the SIMS.net directory is.

e.g. Program Files\SIMS\SIMS.net\CTFIN

The third section on the page is entitled Data to be Exported by Default.

Please make sure that only the following options are ticked.

Once the data on this screen is correct, select the **Save / Close**. The CTF now needs to be created.

Go to **Routines / Data Out / CTF / Export CTF**. The following screen will appear.

UPN	Preferred Surname	Preferred Forename	Reg Grp	Year Grp	Year Taught	Destination LA/Other	Destination School
M820200105001	Acton	Stan	5BB	5	5		
J823200110003	Acton	Stephen	ELM	1	1		
M820200106060	Acton	Jordan	3TO	3	3		
B820200106090	Acton	Samantha	4ES	4	4		
K823200110081	Adams	Laura	ELM	R	R		
N823200110025	Adasheji	Mohammed	PINE	1	1		
H820200107008	Adebayor	Emmanuel	3CB	3	3		
Q820200104002	Adediji	Payal	SVC	6	6		

Firstly, make sure the view is for **Current and Leavers this year**.

Tick the **Include Students already exported** box.

Click the **Refresh Students**.

Now click on the **Year Group** arrow and select **Year 2**.

The Year 2 Pupils will now be filtered as shown below.

Export CTF

1 Data to be Exported 2 Student Options 3 Students 4 Exception Log

1 Data to be Exported

Student Basic Details ☒ Student Address ☒ Student Contacts ☐
 SEN Information ☐ Assessment Data ☒ School History ☐
 Attendance Summary ☐ Looked After ☐ FSM History ☐

Optional Data Descriptor for a partial CTF - Please enter free text e.g. Update to KS2 assessments for QCDA, which will appear in the DataDescriptor tag within the CTF header.

2 Student Options

Effective Date: 03/05/2012 View: Current and Leavers this year Include students already exported ☒ Refresh Students

3 Students

UPN	Preferred Surname	Preferred Forename	Reg G.	Year Grp	Year Taught	Previous Destination	Destination LA/Other	Destination School
Y820200107002	Anderson	Neo	2GH	2	2			
Q820200107005	Cadilia	Celia	2GH	2	2			
Q820200109007	Malice	Dwight	2JB	2	2			
T820892102306	Patel	Nakita	2JB	2	2			

To transfer results to Management Information:

Left-click once in the **Destination LA** box for the first pupil.

Right-click in the same box and choose **Select All**. The grid will now be outlined in blue.

Click on the down arrow in the **Destination LA** box for the first pupil

Scroll down the list of LA's until you find **Medway** (the list should be in alphabetical order).

Click on **Medway** and all pupils will now have this destination. The Destination School column does not need to be completed.

Check that all pupils have been given **Medway** as a destination. Whilst testing the software it has been found that pupils at the bottom of the screen have been assigned a different destination or no destination at all.

To do this, left-click once on the **Destination LA / Other** heading. This will sort the column into Ascending order (an up arrow will appear next to the header). Any pupils who have not been assigned to an LA will now be at the top.

Click on the down arrow for each blank pupil and select **Medway** manually.

Now, left-click once, again on the **Destination LA / Other** heading. This will now sort the column into Descending order (a down arrow will now be displayed next to the header). Any pupils who have been assigned to an incorrect LA will now be at the top.

Again, click on the down arrow for each incorrect pupil and select Medway manually.

Export CTF

1 Data to be Exported 2 Student Options 3 Students 4 Exception Log

1 Data to be Exported

Student Basic Details ☒ Student Address ☒ Student Contacts ☐
 SEN Information ☐ Assessment Data ☒ School History ☐
 Attendance Summary ☐ Looked After ☐ FSM History ☐

Optional Data Descriptor for a partial CTF - Please enter free text e.g. Update to KS2 assessments for QCDA, which will appear in the DataDescriptor tag within the CTF header.

2 Student Options

Effective Date: 03/05/2012 View: Current and Leavers this year Include students already exported ☒ Refresh Students

3 Students

UPN	Preferred Surname	Preferred Forename	Reg G.	Year Grp	Year Taught	Previous Destination	Destination LA/Other	Destination School
Y820200107002	Anderson	Neo	2GH	2	2		Medway	
Q820200107005	Cadilia	Celia	2GH	2	2		Medway	
Q820200109007	Malice	Dwight	2JB	2	2		Medway	
T820892102306	Patel	Nakita	2JB	2	2		Medway	

If you have had pupils leaving your school during or after the May half term, you must also return these assessments to us. A destination will now need to be added to these pupils too.

When all the relevant pupils have been selected, scroll to the bottom of the screen. To complete the CTF process, click on the **Export CTF** button.

A message may appear about an Address Tidy and Merge. Click on the Yes button to proceed.

This will export the CTF to your chosen file location and may take a few seconds. Once the file has been created the following screen will appear. Please make a note of the file name as you will need this later and then click on **OK**.



CTF _____

The Exceptions Log will now appear. Please check that within this screen the **Number of students in file** matches the **Number of students processed** and that it is what you expect. **Number of students not exported** should be **zero**.

All errors relating to UPNs or KS1 teacher assessment must be corrected within your MIS and a new file created. If there are any errors relating to EYFS they can be ignored and you can process to the next step.

8.1 Renaming the file to send to Management Information

The CTF file created within Section 8 - Creating an XML (CTF) in SIMS.net consists of the following:

The first 7 digits are your school's LA and DfE Number

CTF states that it a Common Transfer File

887LLLL states that the destination of the CTF is Medway LA DfE Number 887

004 in this case states that this the fourth version of this file

xml is the file extension

Management Information will be receiving many CTFs this summer; in the form of Key Stage One and EYFS returns. We are therefore requesting that the name of these files is changed. To change the name you will need to follow the file path from the top of page 10, locate the file shown above, right click and change CTF to KS1 as shown below.

From

8235001_CTF_887LLLL_001.xml

To

8235001_KS1_887LLLL_001.xml

This will distinguish the file as being your school's KS1 CTF file; it does not alter the file.

You will now need to encrypt this data using a zip file. To obtain the relevant software and help on adding the XML (CTF) file to the zip file you will need to contact your schools ICT support.

The zip file will need to be sent to Management Information via maninfo@medway.gov.uk by no later than **2 July 2012** with a second email containing the password to extract the data.

9. Reports

Within the Key Stage One wizard there is a facility to produce reports and compare them to the previous years National results.

To access the reports click on **Tools / Performance / Assessment / Wizard Manager**.

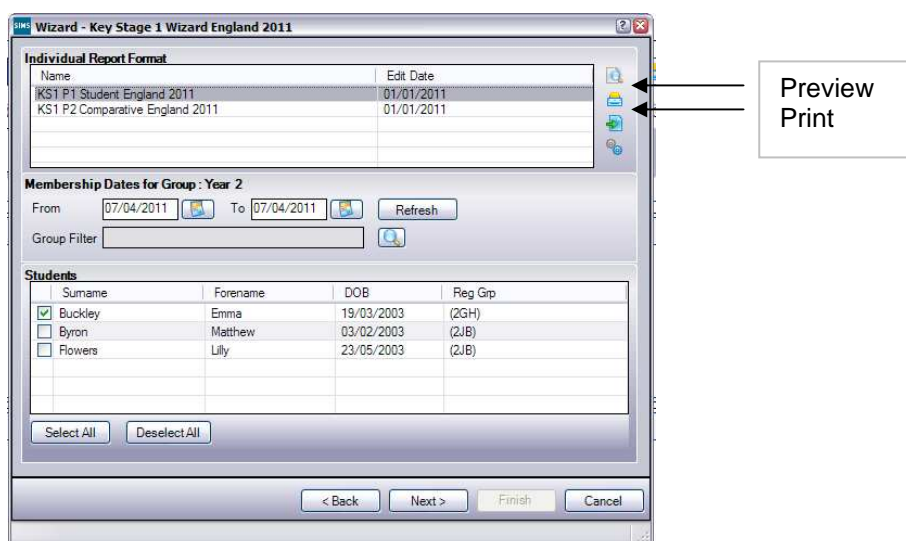
Click on Key Stage One Wizard England 2012 and then next

Check that the correct group has been assigned – Curriculum Year 2 or Key Stage One 2012 – then select next twice.

The next screen should be “Individual Reports”. Within this screen there are two reports

KS1 P1 Student England 2012 – Individual Report

KS1 P2 Comparative England 2012 – School 2012 and National 2011 Results



If you experience any problems or would like further advice please call Management Information on 01634 331047, 331048 or 331068.